

Budget Office FY20 Permanent Change Deadline – April 1st, 2019

Items due April 1st:

1. **Support fund changes:** Permanent changes to General Education (fund type 10) and Central (fund type 11) support funds (Temp Help, Travel, OE, CO, Reserve and Trustee/Benefits.)
2. **Salary changes:** Permanently budgeted salary changes (for **all** fund types.)

Support Fund permanent changes to General Education (fund type 10) and Central (fund type 11):

- Permanently moving funds around between TH, Travel, OE, CO, Reserve and T/B.
- Right now only changes for fund types **10** and **11** are due 4/01/19. (Non-appropriated support fund changes are due Friday, May 10th – Cheyenne Smith-Sarkkinen will contact you with details.)

Salary Changes. Permanently budgeted salary changes (for **all fund types):**

- Under 9,000 PCN employees on .00 and .01 suffix employee salary and labor distribution changes (2020 NBAPBUD).

Why this is important: FY20 General Education CEC funding is based on 2020 NBAPBUD .

Also, changes are made in NBAPBUD which generate salary agreements and fiscal year reappointments. NBAPBUD needs to be 100% accurate.

- Example: If Jane Vandal who is paid on 665223 is making \$25,001.60 in FY19 will be receiving a 5% pay increase (*approved by the appropriate VP and HR*) effective July 1st, 2019, I need to know her FY20 salary will be \$26,251.68 in order for her salary letter to be correct and for her to be reappointed correctly.
- Example: John Vandal is permanently budgeted on 892556 (local service) but for FY20 needs to be permanently budgeted on 895522. Please let me know.

Please run the **NWRTBSR banner or argos** report to show your employees on less than 9,000 PCNs with .01 and .00 suffix salaries and NBAPBUD labor distributions. (See handout for **2020** parameters.)

- Information within the NWRTBSR report comes straight from 2020 NBAPBUD and the information within NBAPBUD 2020 is what generates salary agreements/letters and FY reappointments.
- Please remember when an employee is on an **.01** suffix, the ORG/Index used within NBAPBUD is a default. These will remain defaults. Labor distribution change EPAFs later on will be required for FY20 to change them. Instructions will be mailed out in May/June regarding reappointments.
- If a position shows as vacant, it truly is vacant and will not show a suffix since suffixes are assigned to employees by way of an EPAF.

The above April 1st deadline applies to any internal permanent changes you are aware of. Additional changes to General Education and Centrally Allocated budgets related to allocations of new base funding from Central will be coordinated as the details for these allocations become available – most likely late April/early May once student tuition rates have been approved. **All permanent changes should come from the Fiscal Officer. Please email them to jrobertson@uidaho.edu by **4/01/19 5:00 p.m.** Please call if you have any questions. Thanks so much!